# First Sergeant's Barracks Program

## First Sergeant/Commander Course

## FSBP Overview

# First Sergeants Barracks Program

## What FSBP Does

- On-site management staff during the duty day (typically walking distance)
- Access to rooms (FSBP maintaining key management responsibilities)
  - Health and welfare inspections
  - Maintenance workers
- Provide leaders keys to a few transient rooms for their use for unforeseen circumstances
- Perform minor repairs (previously considered Self Help)
- Coordinate and track maintenance requests
- Assignment/Termination of rooms
- Exceptions to policy
- Certificates of non-availability (CNA) for Barracks
  - CNA's is based on a UPH utilization rate of 95 percent or above, at the brigade level

# First Sergeants Barracks Program

## What Unit Leadership Continues to Do

Unit Leadership does the following:

- Has C2 of the barracks
- When brigade becomes over 95% occupied, unit leadership decide will move off-post on a Certificate of Non-availability and receive Ba Allowance for Housing
- Decides where Soldiers live in the barracks
- Performs Health and Welfare inspections
- Enforces “living standards” in the barracks
  - -Quiet time
  - -Cleanliness
  - -Drinking, smoking, guests, etc.
- Maintains cleanliness of “common areas”
  - -Hallways, laundry rooms, dayrooms, stairwells, etc.
- Grass Mowing/Grounds up keep
- Police around buildings
- Appointment of Fire Marshal
- Operational control of dayrooms
- Performs lockout assistance

# First Sergeants Barracks Program Goals

- Improve the quality of life for single Soldiers
- Improve the barracks utilization rate
- Reduce the number of Soldiers needlessly collecting BAH
- Manage vacant barracks spaces during deployments
- Reduce maintenance response time
- Reduce damage to building and furnishings by holding individual Soldiers accountable
- Perform Vacant Quarters Maintenance
- Extend the life of furnishings/renovations

# First Sergeants Barracks Program

## CNA Information and Steps for Units

Battalions can submit Certificate of Non Availability (CNA) packets based on a 95% Utilization from the barracks utilization report (BUR). Battalions can also submit CNA packets for exception to policy (ETP).

**Ensure that no soldier is sent off post prior to receiving a CNA or coordinated approval from the FSBP office.**

• *Packets consist of the following documents and are available on digits from the FSBP office:*

*a. Request for exception to policy to reside off-post, endorsed by the Brigade Commander (O-6) or equivalent. Each request must indicate the effective date.*

*b. DA Form 4187 (Personnel Action).*

*c. DA Form 5960 (Authorization to start/stop BAH).*

*d. Lease Contract if requesting effective date of BAH to be backdated.* **This should be a rare circumstance, since commanders should ensure their Sergeant (E-5) and below do not reside off-post without a valid CNA.**

*e. Legal custody / marriage / divorce papers / Physician letter (if applicable).*

*f. Pregnancy statement signed by physician or profile w/due date (if applicable)* **28th Week is automatic, report to finance with DA5960, barracks termination and profile. If never in the barracks, come get memo from the FSBP office.**

**Please do not staple packets and Do not send other documents in packets such as (LES; Counseling's; sworn statements; etc)**

Completed packets go to FSBP office (Bldg 49017 Santa Fe) before going to finance, to issue the CNA.

a. Effective date of the CNA will be when the Soldier clears the barracks room (If applicable), or Soldiers redeployment date (If no room is issued).

b. **It cannot be approved prior to Soldiers redeployment date**.

Once the CNA is completed, the unit is contacted to pick up the packet and turn it in to finance.

# First Sergeants Barracks Program
## CNA Information

Leaders need to be aware that certain situations do not automatically entitle BAH. Refer to Army Regulation 420-1 Chapters 3-5 and 3-18.

Some are listed below:

- Joint custody of child must be the primary care provider for 6 continuous months out of the year.
  - Proof of custody is court orders or approved DD 137, **NO POAs**/Other dependents must be court appointed and be in DEERS.
  - ***Just because the child belongs to a father or mother, and the child is in DEERS, DOESN'T always constitute Primary Custody.***

- Married to another Service Member (w/o dependents)
  - If Soldiers are not both assigned to Fort Hood, the incoming Service Member is considered "single" for BAH and barracks purposes unless the other Service Member is being assigned to Fort Hood within 60 days.
  - If both Service Members are already here and one of them leaves, the remaining Service Member is not required to come back to barracks.
  - If one of them is deployed when the other arrives at Fort Hood, the arriving Service Member is required to reside in the barracks until the other Service Member redeploys.

- Divorce-Once a Service Member is divorced, they become single and will need to stop BAH. They can submit, as any single Service Member, for a CNA.

- Too much furniture for a barracks room because the Service Member lived off post at previous duty station.

- Service Member is still locked in a lease.

- Service Member has pets.

# First Sergeants Barracks Program

## Exceptions to Policy (ETP) Requests for Geographical Bachelors

- Units can requests ETPs for geographical bachelors through the FSBP Admin Office located in Bldg. 49017.
- Garrison Commander is the approving authority for all ETPs for geographical bachelors.
- ETP request must be in memo format signed by the first O6 in the chain of command and must include Soldier's name, rank, and SSN; from and to dates; issue and justification; CSM name and number.
- Approved geographical bachelors are assigned on a space available basis and will be asked to sign a memo stating that he understands that he will have to vacate if the space is needed for a bonafide single Soldier.
- Geographical bachelors that are deploying/redeploying within 14 days, are fillers and replacements for deployed units and will deploy within 60 days, or are plus-ups for deploying units and will deploy within 120 days do not need an ETP request per OPORD PC 10-02-095, but they are still assigned on a space available basis.

# Barracks Management Program

**Points of Contact**

| Position | Name | Location | Barracks Bldgs | Office | Cell |
|---|---|---|---|---|---|
| Chief | Hermelinda Sandifer | 49017 | | 287-6180 | 535-3204 |
| Senior HSG Mgr | Jeannie Drayton | 49017 | | 287-6512 | 535-5183 |
| Certificates of Non-Availability | Bruce Davis | 49017 | | 553-3678 | |
| Operations | Ken Fyffe | 49017 | | 287-4884 | |
| Billeting/Mob-Demob | Jim Makosky | 49017 | | 287-4535 | 535-3201 |
| Area 1 Mgr | Tracey Foster | 49017 | | 286-7741 | 535-2338 |
| Team 1 | Barracks Management | 14011 | 12003, 12004, 12006, 12008, 12009, 14019, 14020 14022, 14023, 16009 | 553-1783 | 535-3017 |
| Team 2 | Barracks Management | 10029 | 811-814, 819-868, 10001-10011, 10016, 10018 | 553-1785 | 535-3207 |
| Team 3 | Barracks Management | 9224 | 9210, 9211, 9213, 9214, 9418, 9419, 9420, 9421, 9422, 10020, 10021, 10022 | 553-1917 | 535-1068 |
| Team 4 | Barracks Management | 87026 | 815-818, 9423, 9424, 9425, 87007, 87012, 87013, 87015, 87020, 87021, 87022 | 553-1786 | 535-2957 |
| Area 2 Mgr | Jill Martin | 49017 | | 286-7701 | 535-2170 |